|  |
| --- |
| NIAS Expert Workshop application form |

*Fellows are encouraged to organize an expert workshop during their stay at NIAS.
Please, fill out the form below.*

|  |
| --- |
| Description Expert Workshop  |

1. Workshop title:

1. A brief description of the aim of the workshop and the expected outcome (150 words):
2. Please, attach a provisional programme/Agenda/Time schedule*.*
*Could you also specify which parts of the programme are open to other fellows and/or whether there is a public event?*

|  |
| --- |
| Practical details |

1. Organizer/Fellow:
2. Mobile phone number:
3. E-mail address:
4. Starting date & time:
5. Ending date & time:
6. Number of participants (max 20):
*Please add a list of participants, stating names, affiliations and disciplines*.
7. Conference room setup style: Theater / U-shaped
8. Required additional facilities:
9. If applicable: number of lunches (in sum, a maximum of 20 lunches):

*Please, inform us on dietary needs / food allergies 10 days prior to the workshop at the latest.*

Day 1:

(Day 2:)

(Day 3:)

1. What funding sources to cover the additional costs are there at your disposal? What expenses would be for the account of the guests? (please, specify in budget form)

**Checklist attachments:**

* Provisional programme
* List of participants
* Filled out Budget form